



# OFFICIAL GAZETTE

## GOVERNMENT OF GOA

*Note: There are four Extraordinary issues to the Official Gazette, Series I No. 27 dated 5-10-2006 as follows:*

- 1) *Extraordinary dated 5-10-2006 from pages 609 to 614 regarding Notification from Department of Panchayati Raj and Community Development (Directorate of Panchayats).*
- 2) *Extraordinary (No. 2) dated 6-10-2006 from pages 615 to 617 regarding Notification from Department of Transport (Directorate of Transport).*
- 3) *Extraordinary (No. 3) dated 9-10-2006 from pages 619 to 628 regarding Notification from Department of Industries.*
- 4) *Extraordinary (No. 4) dated 11-10-2006 from pages 629 to 630 regarding Notification from Law and Judiciary (Legal Affairs Division).*

### GOVERNMENT OF GOA

Department of Finance

Finance (Expenditure) Division

#### Office Memorandum

3/7/2001-Fin (Exp)

- Read: 1. Government O. M. No. 3/7/2001-Fin (Exp) dated 17-10-2001.
2. Government Notification No. 3/7/2001-Fin (Exp) (A) dated 17-10-2001.
3. Government Order No. 3/7/2001-Fin (Exp) (B) dated 17-10-2001.
4. Government O. M. No. 3/7/2001-Fin (Exp) dated 10-11-2004.

Government of Goa has entered into an agreement with Bank of India providing HBA to Government employees under Line of Credit. Detailed procedure for availing the HBA through Bank was circulated vide OM/Notification/Order cited above.

Effective from 25th September, 2006 the advances for the construction/purchase/improvement/extension of House and purchase of flat to Government employees including All India Service (AIS) officers will now be disbursed by the Bank of India.

The Loan will be disbursed on application by individual Government employees through their Heads of Offices and Heads of Departments. The loan will be sanctioned by the Heads of Departments as per Rules of Government. The loans will be secured by equitable mortgage of the properties financed by way of deposit of title deeds. The State Government will hold the mortgage in trust for Bank of India.

With effect from 25-9-2006, the rates of interest on HBA will be 5% p. a. upto Rs. 3.00 lakhs and 7% p. a. for amounts in excess of Rs. 3.00 lakhs. The maximum HBA admissible will continue to be Rs. 7.50 lakhs. The advance for construction/purchase of houses/flats shall be repaid in full together with interest in monthly installments within a period not exceeding 20 years. The principal will be recoverable in not more than 180 installments and the interest in not more than 60 installments. The recovery of EMI shall commence from the month succeeding the month of disbursement of HBA.

The rate of interest chargeable on loans by Bank of India is 8.5%. The difference between the rate charge by the Bank of India and the interest rate as per Government rule will be subsidized by the Government.

Subject to above, the advances will be regulated by the HBA Rules.

*Dattaram G. N. P. Sardesai*, Joint Secretary (Finance).

Porvorim, 25th September, 2006.

Goa Legislature Secretariat

**Notification**

LA/B/ESTT/1924/2006

In exercise of the powers conferred by Clause (3) of Article 187 of the Constitution of India, the Governor of Goa, after consultation with the Speaker of the Goa Legislative Assembly is hereby pleased to make the following amendment to the Goa Legislature Secretariat (Recruitment and Conditions of Service) Rules, 1988, namely:—

**AMENDMENT**

In sub-clause (b) of Clause 2 in the definition for the words ““Board” means the Board consisting of Speaker and Deputy Speaker” ***Substitute*** “ “Board” means the Board consisting of Speaker and Secretary, Legislature”.

By order and in the name of the Governor of Goa.

*T. N. Dhruvakumar*, Secretary, Legislature.

Porvorim, 6th October, 2006.

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Department of Public Works

Office of the Principal Chief Engineer

**Order**

108/1/2005/PCE-PWD-ADM(II)/102

Sanction of the Government is hereby accorded for creation of 25 posts of Technical Assistant,

Group “C”, Non-Gazetted in the pay scale of Rs. 5000-150-8000 in Public Works Department with immediate effect.

Their deployment amongst the subordinate officers of this Department is shown as below:

S. No.	Name of the Division where deployed	No. of posts deployed
1.	Division III	7
2.	Division IX	5
3.	Division XVII	6
4.	Division XX	5
5.	Division XXI	2
Total		25

Their pay and allowances shall be debited to the concerned Budget Head of the respective Offices.

This is issued with the concurrence of Finance (Rev. & Cont.) Department, Secretariat vide U. O. No. 1781-F dated 10-7-2006.

By order and in the name of the Governor of Goa.

*K. P. Nambiar*, Principal Chief Engineer, PWD & ex officio Additional Secretary.

Panaji, 3rd October, 2006.

## Department of Rural Development &amp; R. D. A.

District Rural Development Agency

**Notification**

DRDA-N/8-145/06-07/2197

Government is hereby pleased to introduce the 'Goa Rural Employment Guarantee Scheme' for the Village Panchayats in order to make effective provision for securing the right to work by guaranteeing employment to adult persons in every household whose adult member volunteer to do unskilled semi-skilled manual work not less than 100 days of such work in a financial year.

I. *Short title, extent and commencement.*— (1) This scheme may be called the 'Goa Rural Employment Guarantee Scheme 2006'.

2. It extends to all the rural areas of the State of Goa.

3. It shall come into force on such date as the Government may, by Notification in the Official Gazette, appoint.

II. *Definitions.*— In this scheme, unless the context otherwise requires.

(a) 'adult' means a person between the age of 18 years to 60 years who has completed his eighteenth year of age;

(b) 'applicant' means the head of a household or any of its adult member who have applied for employment under this scheme;

(c) 'Block Advisory Committee' means the Committee constituted at the Block level;

(d) 'District Programme Coordinator' means and includes Project Directors of DRDA North and DRDA South or any officer of the State Government.

(e) 'household' means members of the family related to each other by blood, marriage or adoption or normally residing together under one roof sharing meals or holding a common ration card;

(f) 'implementing agency' includes any Department of the Government, a Zilla Panchayat, a Village Panchayat or any local authority or Government undertaking or non-

governmental organization authorized by the Government to undertake the implementation of any work taken up under the scheme.

(g) 'members of family' means a husband, wife, father, mother, brother or sister residing together under one roof and sharing meal and between the age group of 18 to 60.

(h) 'minimum wage' in relation to any area means and includes a wage not less than Rs. 100/- and shall not exceed Rs.125/- per day for unskilled manual work and a wage not less than Rs.125/- and shall not exceed Rs.150/- per day for semi-skilled manual work irrespective of sex;

(i) 'notification' means a notification published in the Official Gazette;

(j) 'Panchayat Fund' means a fund created by the Panchayat under sec. 161 of the Goa Panchayat Raj Act (Goa Act of 1994);

(k) 'preferred work' means any work which shall be taken up on priority basis;

(l) 'Programme Officer' means an Officer appointed by the Government for implementing the scheme and include Block Development Officer;

(m) 'project' means any work taken up under the scheme for the purpose of providing employment to the applicant;

(n) 'rural area' means any area in the State except those areas covered by A, B & C class Municipal Councils and areas under the City Corporation;

(o) 'DRDA' means District Rural Development Agency constituted under the Societies Registration Act and includes DRDA North and DRDA South Goa;

(p) 'semi skilled manual work' means any physical work which any adult person is having knowledge of skilled work or special training in such fields where he will be employed and includes, plumbers, electrician, painters, carpenters, black smith, masons, shorthand or computer typists having speed not less than 40 w.p.m. or any other village artisan;

(q) 'State Committee' means the State Employment Rural Guarantee Committee

constituted by the Government under this scheme;

(r) 'State Fund' means the State Employment Guarantee Fund and established under this scheme;

(s) 'unskilled manual work' means any physical work which any adult person is capable of doing without any skill or special training;

(t) 'Zilla Panchayat Fund' means a fund created under the Zilla Panchayat under sec. 166 of Goa Panchayat Raj Act, 1994 (Goa Act No.14 of 1994).

III. *Guarantee of employment to households.*—The Government in such rural area in the State as may be notified by the Government, provide to every household whose adult members volunteer to do unskilled or semi-skilled manual work not less than 100 days of such work in a financial year in accordance with this scheme.

IV. The Government may, within the limits of its economic capacity and development, make provisions for securing work to every adult member of a household under a scheme for any period beyond the period of guarantee as may be expedient.

V. The Government shall publish a summary of the scheme made by it in at least two local newspapers, one of which shall be in vernacular language circulating in the area or areas to which such scheme shall apply.

VI. The persons employed under this scheme shall be entitled for facilities as specified under sub clauses 20 to 25 of Clause XVI.

VII. Payment of unemployment allowance:

(1) If an applicant for employment in any household under the scheme is not provided such employment within thirty days of receipt of his application seeking employment or from the date on which the employment has been sought in the case of an advance application, whichever is later, he shall be entitled to a daily unemployment allowance in accordance with this clause.

(2) Subject to such terms and conditions of eligibility as may be prescribed by the Government and subject to the provisions of the

Scheme and the economic capacity of the Government, the unemployment allowance payable under sub-clause (1) shall be paid to the applicants of a household subject to the entitlement of the household at the rate of one-half of the wage rate for the financial year.

VIII. The liability of the Government to pay unemployment allowance to a household during any financial year shall cease as soon as—

(a) the applicant is directed by the Village Panchayat or the Programme Officer to report for work either by himself or depute at least one adult member of his household; or

(b) the period for which employment is sought comes to an end and no member of the household of the applicant had turned up for employment, or

(c) the adult members of the household of the applicant have received in total at least one hundred days of work within the financial year; or

(d) the household of the applicant has earned as much from the wages and unemployment allowance taken together which is equal to the wages for one hundred days of work during the financial year.

IX. The unemployment allowance payable to the household of an applicant jointly shall be sanctioned and disbursed by the Programme Officer.

X. Every payment of unemployment allowance under sub clause (1) of Clause VII shall be made or offered not later than thirty days from the date on which it became due for payment.

XI. The Government may prescribe the procedure for payment of unemployment allowance under the scheme.

XII. Non-disbursement of unemployment allowance in certain circumstances—

(1) If the Programme Officer or Village Panchayat is not in a position to disburse the unemployment allowance in time or at all for any reason beyond his control, he shall report the matter to the District Programme Coordinator and announce such reasons in a notice to be displayed on his notice board and the notice board of the Village Panchayat

and such other conspicuous places as he may deem necessary.

XIII. Every case of non-payment or delayed payment of unemployment allowance shall be reported in the annual report submitted by the District Programme Coordinator to the Government along with the reasons for such non-payment or delayed payment.

XIV. The Government shall take all measures to make the payment of unemployment allowance reported under sub-clause (1) of clause VII to the concerned household as expeditiously as possible, within the financial year.

XV. *Disentitlement to receive unemployment allowance in certain circumstances.*— An applicant who—

(a) does not accept the employment provided to him/her or to his/her household under a Scheme; or

(b) does not report for work within fifteen days of being notified by the Programme Officer or the implementing agency to report for the work; or

(c) continuously remains absent from work, without obtaining a permission from the concerned implementing agency for a period of more than one week or remains absent for a total period of more than one week in any month, shall not be eligible to claim the unemployment allowance payable under this scheme for a period of three months but shall be eligible to seek employment under the scheme at any time.

#### XVI. CONDITIONS FOR GUARANTEED RURAL EMPLOYMENT UNDER A SCHEME AND MINIMUM ENTITLEMENTS OF LABOURERS

1. Any one adult member of a household who—

(i) reside for more than fifteen years in any rural areas; and

(ii) is willing to do unskilled or semi skilled manual work, may submit his name, age and the address of the household to the village panchayat at the village level in the jurisdiction of which they reside for registration of their household for issuance of a job card thereby filing an Affidavit stating that no Government employee is there in their household.

(iii) For the purpose of 'residence' the village panchayat shall certify the actual period of residence of the person interested for job card.

2. It shall be the duty of Village Panchayat to register the household, after making such enquiry as it deems fit and issue a job card containing such details of adult members of the household affixing their photographs and the Panchayat shall identify upto 20% of the total families residing in their jurisdiction for the purpose of this scheme as per the criteria.

3. The registration made under paragraph 2, shall be for such period as may be laid in the scheme, but in any case not less than five years, and may be renewed from time to time.

4. Any one adult member of a registered household whose name appears in the job card shall be entitled to apply for unskilled or semi skilled manual work under the scheme.

5. The registered person belonging to a household shall be entitled to employment in accordance with the scheme, for as many days as each applicant may request, subject to a maximum of one hundred days per household in a given financial year.

6. The Village Panchayat shall invite applications from registered unemployed youths after exhibiting list of works that every applicant referred to in paragraph 5 shall be provided unskilled or semi skilled manual work in accordance with the provisions of the scheme within 30 days of receipt of an application or from the date he seeks work in case of advance application, whichever is later. The Panchayat shall implement the scheme latest by December 2006.

7. Applications for work must be for at least ten days of continuous work.

8. There shall be no limit on the number of days of employment for which a person may apply, or on the number of days of employment actually provided to him subject to the aggregate entitlement of the household.

9. The Village Panchayat shall be bound to accept valid applications and to issue a dated receipt to the applicant. Group applications may also be submitted.

10. Applicants who are provided with work shall be so intimated in writing, by means of a letter sent to him at the address given in the job card and by a public notice displayed at the office of the Panchayat at the village level.

11. A new work under the scheme shall be commenced only if —

(a) at least five labourers become available for such work; and

(b) the labourers cannot be absorbed in the ongoing works:

Provided that this condition shall not be applicable for new works, as determined by the Government, in hilly areas and in respect of afforestation.

12. A period of employment shall ordinarily be at least ten days continuously with not more than six days in a week.

13. In all cases where unemployment allowance is paid, or due to be paid, the Programme Officer shall inform the District Programme Coordinator in writing the reasons why it was not possible for the Panchayat to provide employment or cause to provide employment to the applicants.

14. The District Programme Coordinator shall, in his Annual Report to the State Committee, explain as to why employment could not be provided in cases where payment of unemployment allowance is involved.

15. The Village Panchayat shall prepare and maintain or cause to be prepared and maintained such registers, vouchers and other documents in such form and in such manner as may be specified in the scheme containing particulars of job cards and passbooks issued, name, age and address of the head of the household and the adult members of the household registered with the Village Panchayat.

16. The Village Panchayat shall send such list or lists of the names and addresses of households and their adult members registered with it and supply such other information to the concerned Programme Officer at such period and in such form as may be specified in the scheme.

17. A list of persons who are provided with the work shall be displayed on the notice board of the

village panchayat and at the office of the Programme Officer and at such other places as the Programme Officer may deem necessary and the list shall be open for inspection by the State Government and any person interested.

18. If the Village Panchayat is satisfied at any time that a person has registered with it by furnishing false information it may direct the Programme Officer to direct his name to be struck off from the register and direct the applicant to return the job card:

Provided that no such action under this paragraph shall be directed unless the applicant has been given an opportunity of being heard in the presence of two independent persons.

19. If any personal injury is caused to any person employed under the Scheme by accident arising out of and in the course of his employment, he shall be entitled to, free of charge, such medical treatment as is admissible under the scheme.

20. Where hospitalization of the injured worker is necessary, the State Government shall arrange for such hospitalization including accommodation, treatment, medicines and payment of daily allowance not less than half of the wage rate required to be paid had the injured been engaged in the work.

21. If a person employed under a scheme dies or becomes permanently disabled by accident arising out of and in the course of employment, he shall be paid by the implementing agency an ex-gratia payment at the rate of twenty five thousand rupees or such amount as may be notified by the State Government, and the amount shall be paid to the legal heirs of the deceased or the disabled as the case may be under this scheme.

22. The facilities of safe drinking water, shade for children and periods of rest, first-aid box with adequate material for emergency treatment for minor injuries and other health hazards connected with the work being performed shall be provided at the work site.

23. In case the number of children below the age of six years accompanying the women working at any site are five or more, provisions shall be made to depute one of such women worker to look after such children.

24. The person deputed under paragraph 23 shall be paid minimum wage rate.

25. The wages under a scheme may be paid in cash.

26. If any personal injury is caused by accident to a child accompanying any person who is employed under a scheme, such person shall be entitled to, free of charge, such medical treatment for the child as may be specified by the Government and in case of death or disablement, through an ex-gratia payment as may be determined by the State Government.

27. In case of every employment under the scheme, there shall be no discrimination solely on the ground of gender and the provisions of the Equal Remuneration Act, 1976 (25 of 1976) shall be complied with.

*XVII. Receive employment allowance.—*

*Wage Rate:*

The person who has been provided employment under this scheme shall be paid minimum wages as fixed by the Goa State Rural Employment Guarantee Committee.

*XVIII. Registration for Employment.—*

(1) Any adult person residing in rural area and is willing to do any unskilled or semi-skilled manual work under this scheme may get their name registered with the Panchayat by giving an application indicating the details mentioned in Form-I.

(2) The Village Panchayats shall generally satisfying themselves about correctness of the particulars of the employment scheme and register the name of the person of the full facts the requirement of Clause XVI (2) of this scheme. The Village Panchayat shall maintain a register of employment seekers in Form 2.

(3) On registration of a person, the Village Panchayat shall issue a non-transferable identity job card to him in Form No. 3, and obtain his signature or thumb impression in Form No. 2 in token of receipt of the identity card.

*XIX. Procedure for making application for employment.—*

A person who is registered for employment under this scheme and who is in need of employment shall apply in Form 4 to the registering

authority of the concerned village panchayat. The authority receiving the application shall acknowledge receipt of the same in Form 5. The registering authority i.e. Panchayat shall maintain a register in Form 6 regarding applications received for seeking employment.

*XX. Provision of employment.—*

The Village Panchayat shall consider each application asking for employment received by it and after satisfying itself that the applicant is already registered for employment, directing within a period of 30 days by a letter in Form No. 7 to a work sanctioned under the scheme within the Panchayat area and if it is not possible to direct him to do any work within the Panchayat area, to a work in any other neighbouring Panchayat within a radius of 5 kms. If owing to reasons beyond his control, the Village Panchayat finds it impossible to provide the applicant on the work, the Village Panchayat shall record the same with reasons thereof so as to enable the applicant to entitle for unemployment allowance.

*XXI. Entitlement to receive unemployment allowance.—*

A person who is registered under the scheme and who has given a letter asking for employment shall be entitled to receive unemployment allowance at the rate specified by the Government under proviso to sub-clause (2) of Clause VII of this scheme, if the applicant has not been provided with employment within 30 days of demand for work.

*XXII. Procedure for payment of unemployment allowance.—*

1. A person claiming unemployment allowance shall make an application in Form No. 8 to the Programme Officer within 7 days of the last date of expiry of 30 days period for which the demand for work is made to the Panchayat.

2. On receipt of the application, the Programme Officer shall make necessary inquiry and if he is satisfied that the applicant is registered for employment under the scheme, has not been provided unemployment allowance, he shall issue an order to that effect in Form No. 9, indicating the period for which the unemployment allowance is payable and direct the Village Panchayat to make payment of unemployment allowance to the applicant. If the Programme Officer rejects the

demand for employment allowance, he shall record the reasons for rejecting the same and intimate the applicant in Form No. 10 within 10 days of receipt of the application for unemployment allowance.

3. The Village Panchayat making payment of unemployment allowance shall do so in the presence of witness and shall obtain the signature or thumb impression of the person receiving unemployment allowance and also the witness in token of payment in Form No. 11 after making necessary entries. The Village Panchayat shall submit the monthly statement regarding payment of unemployment allowance made by them in Form No. 12.

#### XXIII. *Settlement of Disputes.*—

When a dispute arises between a person giving a letter for employment and the village panchayat and between the applicant and Programme Officer regarding provision of employment or payment of unemployment allowance, it shall be referred by the Village Panchayat or the Programme Officer to the District Project Coordinator. The aggrieved person may also directly approach the District Project Coordinator within 15 days from the date of the order by which he is aggrieved. The District Project Coordinator shall decide the matter after making summary inquiry and pass suitable orders and communicate the same to the Programme Officer or the Village Panchayat and the concerned person. The decision of the District Project Coordinator shall be final.

#### XXIV. *Maintenance of accounts of employment and expenditure.*—

The Accounts of employment/unemployment and all accounts of expenditure shall be maintained by the Village Panchayat or the Programme Officer or in the Office of the District Project Coordinator, in such form as may be specified by the Government. All formats, registers, mentioned above shall be maintained by the Village Panchayat and such other Officer as may be specified from time to time.

#### XXV. *Minimum features of Rural Employment Guarantee Scheme.*

The focus of the scheme shall be on the following works in their order of priority:—

(i) water conservation and rain water harvesting;

(ii) cleaning of road side drainage and cleaning of Eupatorium from road side and plantation,

(iii) open well cleaning/repairs; nala/tank desilting;

(iv) plantation,

(v) plastic collection from the village, cleaning of campuses of Government Primary Schools and other public places;

(vi) Survey of educational/water connection/electricity/housing/sulabh toilets/live stocks etc.

(vii) Records/demand notices of panchayat;

(viii) Records of Employment Guarantee Scheme;

(ix) drought proofing (including afforestation and tree plantation).

(x) Irrigation canals including micro and minor irrigation works like Hariyali and watershed programmes;

(xi) Provision of irrigation and drinking water facilities to land owned by households belonging to the Scheduled Castes and Scheduled Tribes or to land of beneficiaries of land reforms or that of the beneficiaries under the Indira Awaas Yojana of the Government of India;

(xii) Renovation of traditional water bodies including desilting of tanks, ponds, lakes and drinking water wells including irrigation wells;

(xiii) Land development, sports and playground, Children Park etc.

(xiv) Flood control and protection works including drainage in water logged areas;

(xv) Rural connectivity to provide all weather access;

(xvi) Health, cleanliness and sanitation including malaria control programmes;

(xvii) Natural calamities like floods, heavy rains, earthquakes, tsunami, accidental fire, gusty winds, epidemics, etc.

(xviii) Any scheme undertaken by RDA for creation of durable assets in the ratio of material and labour components;



(xix) Any other work which may be notified by the State Government.

1. Creation of durable assets and strengthening the livelihood resource base of the rural poor shall be an important objective of the scheme.

2. The works taken up under the scheme shall be in rural area or in such areas as notified by the Government.

3. The State Committee shall prepare a list of preferred works for different areas based on their ability to create durable assets.

4. Under no circumstances shall the labourers be paid less than the minimum wage rate.

5. The schedule of rates of wages for unskilled and semi skilled labourers shall be so fixed that a person working for seven hours would normally earn a wage equal to the minimum wage rate.

6. It shall be open to the Programme Officer and Village Panchayat to direct any person who applied for employment under the scheme to do work of any type permissible under it.

7. The scheme shall not permit engaging any contractor for implementation of the projects under it.

8. As far as practicable, a task funded under the scheme shall be performed by using manual labour and not machines.

9. The cost of tools and implements required for the labourers shall be met by the implementing agencies.

10. Every scheme shall contain adequate provisions for ensuring transparency and accountability at all level of implementation.

11. Provisions for regular inspection and supervision of works taken up under the scheme shall be made to ensure proper quality of work as well as to ensure that the total wages paid for the completion of the work is commensurate with the quality and quantity of work done.

12. The District Programme Coordinator, the Programme Officer, and the Village Panchayat or any other Department of Government implementing the scheme shall prepare annually a report containing the facts and figures and achievements relating to the implementation of the scheme within its jurisdiction and a copy of the same shall be made available to the public on demand and on payment of such fee as may be specified in the scheme.

13. All accounts and records relating to the scheme shall be made available for public scrutiny and any person desirous of obtaining a copy or relevant extracts therefrom may be provided such copies or extracts on demand and after paying such fee as may be specified in the scheme.

14. A copy of the muster rolls of each scheme or project under a scheme shall be made available in the office of the Village Panchayat and the Programme Officer for inspection by any person interested after paying such fee as may be specified in the scheme.

#### XXVI. Utilization of Employment Guarantee Fund.—

(1) The fund shall be expended for the purpose of implementing the scheme, which shall include the administrative charges, payment of unemployment allowance under the Act and the expenditure to be incurred on ex-gratia payments to the workers, who sustain injuries as a result of any accident while engaged on the works under the scheme or to the members of families of the workers who die as a result of any such accident.

(2) The expenditure for the purpose of implementing the scheme (including the administrative charges) which are initially debited to the Consolidated Fund shall be transferred to the fund by corresponding deduct entry thereunder.

#### XXVII. Administration of Employment Guarantee Fund:

1. The fund shall be held and administered on behalf of the State Government by the Secretary to Government in the Planning Department and in his absence by such other Secretary to Government as the State Government may designate in that behalf.

2. No sums from the fund shall be paid or applied, except for the purposes which are approved by the Secretary to Government, Planning Department, or by any Officer authorized by him in this behalf.

XXVIII. Functionaries and functions of various authorities or committees:

1. Preparation of list of projects by the Village Panchayat.

(a) The Gram Panchayat shall be responsible for identification of the projects in the Gram Panchayat area to be taken up under the scheme as per the recommendations of the Gram Sabha and for executing and supervising such works.

(b) A Gram Panchayat may take up any project under a scheme within the area of the Gram Panchayat as recommended by the Programme Officer and as may be sanctioned by the District Project Coordinator.

(c) Every Gram Panchayat shall, after considering the recommendations of the Gram Sabha prepare a development plan and maintain a list of possible works to be taken up under the scheme as and when demand for work arises.

(d) The Gram Panchayat shall forward its proposals for the development projects including the order of priority between different works to the Programme Officer for scrutiny and Technical Sanction.

(e) The Gram Panchayat shall allocate employment opportunities among the applicants and ask them to report for work.

(f) The works taken up by the Gram Panchayats under the scheme shall meet the required technical standards and measurements.

*2. Approval of projects by Programme Officer.—*

1. At every Block/Taluka the Block Development Officer shall act as Programme Officer at taluka level.

2. The Programme Officer shall assist the Panchayats in discharging its functions under the scheme.

3. The Programme Officer shall be responsible for matching the demand for employment

opportunities arising from projects in the area under his jurisdiction.

4. The Programme Officer shall prepare a plan for the Block under his jurisdiction by consolidating the project proposals prepared by the Gram Panchayats.

5. The Programme Officer shall allot at least fifty percent of the works in terms of its cost under the scheme to be implemented through the Gram Panchayats.

6. The Programme Officer shall supply each Gram Panchayat with:—

(a) the muster rolls for the works sanctioned to be executed by it; and

(b) a list of employment opportunities available elsewhere to the residents of the Gram Panchayat.

7. The functions of the Programme Officer shall include:

(i) monitoring of the projects taken up by the Gram Panchayats and other implementing agencies within the Block;

(ii) ensuring that every applicant entitled for employment under this scheme is provided unskilled manual work in accordance with the scheme, within 30 days of receipt of an application of from the date he/she seeks work in case of advance application, whichever is later.

(iii) sanctioning and ensuring payment of unemployment allowance to the eligible households;

(iv) ensuring prompt and fair payment of wages to all labourers employed under a programme of the scheme within the Block;

(v) ensuring that regular social audits of all works within the jurisdiction of the Gram Panchayats are carried out by the Gram Sabha and prompt action is taken on the objections raised in the social audit;

(vi) In all cases where unemployment allowance is paid, or due to be paid, the Programme Officer shall inform the District Programme Coordinator in writing, the reasons

why it was not possible for him to provide employment to the applicants.

(vii) Dealing promptly with all complaints that may arise in connection with the implementation of the scheme within the Block; and

(viii) Any other work as may be assigned to him by the District Programme Coordinator.

8. The Programme Officers shall function under the direction, control and superintendence of the District Programme Coordinator.

9. The State Government may, by order, direct that all or any of the functions of a Programme Officer shall be discharged by the Gram Panchayat or a local authority.

3. Sanction or administrative approval by District Programme Coordinator.

1. The Project Director shall be designated as the District Programme Coordinator for the implementation of the scheme in the District.

2. The District Programme Coordinator shall be responsible for the implementation of the scheme in the district in accordance with the provisions of the scheme and the rules made thereunder.

3. *The functions of the District Programme Coordinator shall be:*

(a) to accord necessary sanction and administrative clearance, wherever necessary;

(b) to coordinate with the Programme Officers functioning within his jurisdiction and the implementing agencies to ensure that the applicants are provided employment as per their entitlements under the scheme;

(c) to review, monitor and supervise the performance of the Programme Officers;

(d) to conduct periodic inspection of the works in progress; and

(e) to redress the grievances of the applicants.

4. The State Government shall delegate such administrative and financial powers to the District Programme Coordinator as may be required to enable him to carry out his functions under the scheme.

5. The Programme Officer/BDO's and all other officers of the State Government and local authorities and bodies functioning within the district shall be responsible to assist the District Programme Coordinator in carrying out his functions under the scheme.

6. The Programme Officers shall prepare in the month of December every year a labour budget for the next financial year containing details of anticipated demand for unskilled manual work in the blocks and the plan for engagement of labourers in the works covered under the scheme and submit it to the Project Director/DPC.

7. The District Programme Coordinator shall in his Annual Report to the State Committee explain why employment could not be provided in cases where payment of unemployment allowance is involved.

#### 4. *Powers of Gram Sabha:*

1. The Gram Sabha shall monitor the execution of works within the Gram Panchayat.

2. The Gram Sabha shall conduct regular social audits of all the projects under the scheme taken within the gram panchayat.

3. The Gram Panchayat shall make available all relevant documents including the muster rolls, bills, vouchers, measurement books, copies of sanction orders and other connected books of account and papers to the Gram Sabha for the purpose of conducting social audit.

#### 5. *Power of Block Advisory Committee:*

The respective Block Advisory Committee shall review the implementation of the various works under the scheme in these meetings.

#### 6. *Goa State Rural Employment Guarantee Committee:*

(i) For the purposes of regular monitoring and reviewing the implementation of the scheme at the State level, the State Government shall constitute the Goa State Rural Employment Guarantee Committee.

(ii) The terms and conditions subject to which the Chairperson and members of the State Committee may be appointed and the time, place and the procedure of the meetings and the

quorum at such meetings of the State Committee shall be such as prescribed by the State Government.

(iii) The duties and functions of the State Committee shall include:

(a) Advising the State Government on all matters concerning this scheme and its implementation in the State.

(b) Determining the preferred works: The State Committee shall prepare a list of preferred works for different areas based on their ability to create durable assets.

(c) Reviewing the monitoring and redressal mechanisms from time to time and recommending improvements;

(d) Promoting the widest possible dissemination of the information about this scheme.

(e) Monitoring this scheme in the State.

(f) Preparing the Annual Report to be laid before the State Legislature by the State Government.

(g) Any other duty or function as may be assigned to it by the State Government.

(h) The State Committee shall have the power to undertake an evaluation of the schemes operating in the State and for that purpose to collect or cause to be collected statistics pertaining to the rural economy and the implementation of the schemes and programmes in the State.

#### XXIX. Power to remove difficulties:

If any difficulty arises in giving effect to the provisions of this scheme, the Government may by order published in the Official Gazette do so in the smooth implementation of the scheme, as appears to it to be necessary or expedient for removing the difficulty.

By order and in the name of the Governor of Goa.

G. P. Naik, Joint Secretary (R. D.).

Panaji, 10th September, 2006.

FORM No. 1

[(See Clause XVIII (1)]

### Application form for registration under the Employment Guarantee Scheme

1. Name of the applicant:

2. Age:

3. Sex:

4. Name of Village:

5. Name of Gram Panchayat:

6. Name of Block:

7. Category of Beneficiary SC/ST/OBC/General:

8. Type of work sought:

Photograph of  
adult member  
willing to work

**I certify that the particulars given above are correct**

Specimen signature/thumb impression of other adult member willing to work.

Specimen signature/thumb impression of the head of the family.

## FORM No. 2

[(See Clause XVIII (2))]

### Form of Register of employment seekers under the Employment Guarantee Scheme

Sr. No.	Name in full and address of the employment seeker	Name of the caste/tribe if belonging to SC/ST/OBC/Others	Sex	Age	Date of registration	Category SC/ST/OBC/Gen	Signature/thumb impression of applicant in token of receipt of identity card.

## FORM No. 3

[(See Clause XVIII-(3))]

**Form of identity/job card of the Household seeking employment under the Employment Guarantee Scheme**

Registration/job card No.

--

1. Name:
2. Address:
3. Sex:
4. Age at the time of Registration:
5. Date of registration:
6. Registration No.:

*Signature of the Registering Authority  
Village Panchayat.*

## FORM No. 4

(See Clause XIX)

## Letter asking for employment under the Employment Guarantee Scheme

To,  
The Registering Authority,  
Village Panchayat

Sir,

I request you to provide me with employment under the Employment Guarantee Scheme. My particulars are as below:

1. Name:
2. Sex:
3. Registration No.:
4. Address:

I hereby undertake that I will work for a continuous period of at least 10 days on the work to which I will be directed by the Village Panchayat.

Place:

Date:

Yours faithfully,

*Signature/Thumb impression  
of the applicant*

## FORM No. 5

(See Clause XIX)

**Acknowledgement receipt of application for employment under the  
Employment Guarantee Scheme**

Received application dated \_\_\_\_\_ from \_\_\_\_\_ resident of village \_\_\_\_\_ Panchayat Samiti \_\_\_\_\_ demanding employment under the Employment Guarantee Scheme. His name is registered for employment under the scheme in village \_\_\_\_\_. His registration number is \_\_\_\_\_ and date of registration is \_\_\_\_\_.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature and designation of Officer receiving  
the application*

## FORM No. 6

(See Clause XIX)

**Register of letters asking for employment received by the Registering Authority under the  
Employment Guarantee Scheme**

S. No.	Name & address of employment seeker	Regn. No.	Date of receipt of letter	Date of forwarding to Programme Officer
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## FORM No. 7

(See Clause XX)

**Letter directing employment seeker to a work sanctioned under the  
Employment Guarantee Scheme**

To  
Shri/Smt/Kum \_\_\_\_\_

Registration No. \_\_\_\_\_

Village \_\_\_\_\_

Panchayat \_\_\_\_\_

Reference: Your application dated \_\_\_\_\_ for employment under the Employment Guarantee Scheme.

Please report to the Implementing Officer (or his representative) of the following work at the work site for employment within 30 days of the receipt of this letter.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature of  
Sarpanch/Secretary of Village Panchayat*

## FORM No. 8

[(See Clause XXII) (1)]

**Application for unemployment allowance under the Employment Guarantee Scheme**

1. Name:
2. Address:
3. Sex:
4. Age:
5. Registration No.:
6. Date of Registration:
7. Date on which application for employment was handed over and to whom it was handed over:
8. No. of days for which unemployment allowance is claimed:
9. Date of beginning of the period for which unemployment allowance is claimed:

I \_\_\_\_\_ resident of \_\_\_\_\_ hereby declare solemnly that I was not employed anywhere for the period for which I am claiming unemployment allowance in this application and hereby undertake to refund to Government the amount of unemployment allowance received for that period, if it is proved subsequently that I was employed during that period or a portion thereof.

Date: \_\_\_\_\_

*Signature/thumb impression of applicant*

\_\_\_\_\_

## FORM No. 9

[(See Clause XXII) (2)]

**Order sanctioning unemployment allowance under the Employment Guarantee Scheme**

No. \_\_\_\_\_

To

The Registering Authority,

Village \_\_\_\_\_

Panchayat \_\_\_\_\_

Sanction is accorded to the payment of unemployment allowance amounting to Rs. \_\_\_\_\_

(Rs. \_\_\_\_\_ only) to Shri/Smt/Kumari \_\_\_\_\_ (Registration

No. \_\_\_\_\_) resident of Village \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

*Signature of Programme Officer**Taluka Block*

Copy to Shri/Smt/Kumari \_\_\_\_\_ Village \_\_\_\_\_ with reference to his/her application, dated \_\_\_\_\_ for unemployment allowance.

## FORM No. 10

[(See Clause XX (2))]

**Intimation regarding rejection of application for unemployment allowance under the Employment Guarantee Scheme**

To  
 Shri/Smt/Kum \_\_\_\_\_  
 Registration No. \_\_\_\_\_  
 Village \_\_\_\_\_  
 Panchayat \_\_\_\_\_

Reference: Your application dated \_\_\_\_\_ for employment under the Employment Guarantee Scheme.

Your claim for unemployment allowance for the period from \_\_\_\_\_ to \_\_\_\_\_ is rejected for the following reasons:

Place:

Date:

*Signature of Programme Officer*  
 Taluka \_\_\_\_\_

## FORM No. 11

[(See Clause XX (3))]

**Register of disbursement of unemployment allowance under the Employment Guarantee Scheme**

Sr. No.	Name of the employment seeker	Registration No.	No. and date of order sanctioning unemployment allowance	Period for which sanctioned	Amount	Date of payment	Signature of recipient	Name and signature of witness	Signature of Registering Authority
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## FORM No. 12

[(See Clause XX (3))]

**Monthly statement of disbursement of unemployment allowance under the Employment Guarantee Scheme for the month of ..... .**

- |   |   |           |
|---|---|-----------|
| 1 | Balance amount at the beginning of the month out of the amount received from the Samiti Officer for disbursement of unemployment allowance. | Rs. _____ |
| 2 | Amount received during the month.   | Rs. _____ |
| 3 | Total   | Rs. _____ |
| 4 | No. of disbursement made during the month.  | Rs. _____ |
| 5 | Amount disbursed during the month.  | Rs. _____ |
| 6 | Balance at the end of the month (3 minus 5)   | Rs. _____ |

Place: \_\_\_\_\_

Date: \_\_\_\_\_

*Signature of Registering Authority*